



## Resident Camp Program Director Position Description

**Position Title:** Resident Camp – Program Director  
**Department:** Youth and Camp  
**Classification:** Part-time, Non-Exempt  
**Supervisor:** Youth and Camp Director  
**Salary:** \$1,725 (for the time at resident camp and pre-staff planning)  
**Meeting Rate:** \$20.00 per hour (for all pre-camp meetings scheduled by the Youth and Camp Director)

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*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities or requirements of this position. Employees are expected to perform other functions as assigned or requested to further support the organization's mission.*

### Position Summary

Temple Akiba's Resident Camp Program Director works directly with the Resident Camp Director to ensure all Resident Camp Staff are well trained and supported. The Program Director provides staff training on all aspects of the programming process, and is responsible for ensuring all programs/activities, especially those that illuminate the theme and that prioritize Judaism, are fully planned, created, edited, and executed with camper physical, emotional and developmental safety as top priorities. The Program Director creates and oversees the Master Schedule with assistance from the Logistics and Communications Coordinator. The Program Director works closely with the Resident Camp Director and the Staff Development Director to create an overall goal and theme for each year of Camp.

### Essential Position Responsibilities

- Create a warm and welcoming, safe and secure training and camp atmosphere and environment
- Works with the Resident Camp Director to create all camp programming related to the overall theme as well as provide resources to staff for the purpose of personal and program development
- Creates Master Schedule and works with the Logistics and Communications Coordinator, Unit Heads and Directors to ensure programming is coordinated and locations are secure
- Leads trainings with all Resident Camp Staff in program inspiration, creation and implementation, including character development and supply list completion and edits all programming to ensure appropriateness and safety
- Present for a majority of programming at Resident Camp to provide supervision and feedback, and complete all camp evaluations within the time expectations
- Works with the Resident Camp Director to purchase and manage program supplies
- Works with Directors to ensure the safety, development, growth, skill achievement, and general well-being of Resident Camp Staff and campers and ensure the health and hygiene of themselves and the cleanliness of the entire camp
- Consistent, honest, respectful, and effective communication with counselors, other camp leadership and directors
- Is knowledgeable of, enforces, and follows all safety guidelines and emergency procedures
- Serve as a positive role model
- Attend all meetings and trainings prior to and at camp as assigned and leads meetings as assigned
- Maintain the highest quality of courtesy, friendliness and service toward campers, visitors and other staff
- Understand and support Temple Akiba's and Camp Akiba's mission, vision, and values
- Work effectively with all staff members
- Additional responsibilities may be assigned



Skills

- React to change productively and handle other essential tasks as assigned
- Analyze and resolve problems/situations, demonstrating sound judgement and common sense
- Ability to set priorities, work as part of a team, independently, take initiative, and follow through on projects
- Excellent communication and customer service skills and the ability to create a warm and welcoming environment
- Knowledge of child development
- Knowledge of Jewish history, traditions and culture
- Strong relationship and leadership skills, including collaboration, supervision, and the ability to plan and lead staff development and training programs

Education, Experience and Requirements

- Completed Sexual Harassment Prevention and Mandated Reporter Trainings
- Complete Background Check and Fingerprinting
- CPR/First Aid/AED Certified
- Be present at Camp for its entirety and attend all staff meetings and trainings as assigned

Supervisory Responsibilities

Responsibilities include training, planning, assigning and directing work flow; goal setting, appraising performance; addressing complaints and resolving problems. Responsibilities are to be carried out in accordance with Temple Akiba's policies and applicable laws.

Physical Demands

While performing the duties of this job, the Resident Camp Program Director is regularly required to sit, stand, use hands to finger, handle or feel objects or controls, reach with hands and arms, and talk or hear. This person is required to move about the entire camp facilities and grounds, throw, catch, bend, squat, and kick amongst other related movement. It is also necessary to and lift and carry up to 50 lbs.

Work Environment

Resident Camp and responsibilities will occur at an offsite resident camp facility that is not owned or under the control of Temple Akiba. The environment consists of indoor facilities, sleeping cabins, dining hall, outdoor play areas and pools.

Acknowledgement:

I have read and received the Resident Camp Program Director position description. I understand that this description is a summary of responsibilities and is not intended to be an all-inclusive list. My position may include additional responsibilities as required. My signature below indicates receipt of this document and does not alter the at-will employment relationship in any way. If I have any questions about my position description or about my position I may contact my supervisor.

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Employee Signature

\_\_\_\_\_  
Date

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Employee Name Printed